

29 November 1966

NOTE FOR: Carl

There are several items pertaining to the Handbook which we have discussed from time to time which you may wish to consider simultaneously.

1. Prior to issuing the Handbook, you intended to discuss with the Office Directors at a staff meeting the procedure which would require DD/S&T "action" prior to solicitation by the Project Officers on contracts which could exceed \$50,000. This action could extend from a brief scrutiny of the proposed procurement by [] to a full fledged look by the Office and Procurement Division people, but in any event the route to be taken would be decided at the Directorate level. In the Handbook the references to the \$50,000 level for Office solicitation parrot the Procurement Handbook, but the solicitation procedure explicitly calls for submission to DD/S&T.

25X1A

2. There is a Directorate letter to the Office of Logistics requesting that contracts above \$50,000 have clauses requiring the submission of per cent spent and per cent complete data on a monthly basis. Office of Logistics has not implemented this. I do believe that in spite of some hand waving that might occur, this requirement would place no real burden on either Logistics or the contractor. Supposedly we keep track of all of this sort of thing now the hard way - manually. A little bit of explicit missionary work in advance together with a letter from the Office of Logistics to all contractors indicating our intention to go this path may preclude any problems whatsoever, especially since [] appeared very favorably disposed towards writing such a letter when I discussed it with him last week.

25X1A

-2-

25X1A

3. ORD will surely fuss about the ADP procedure since for some reason or other [] wants to complain about the workload imposed, but at the same time, according to [] is most reluctant to see the input made from the Directorate level based on information supplied by the Project Officer - even though this input will have been reviewed by the Office staff for accuracy.

25X1A

4. Almost immediately we should provide a schedule of the printouts of the data base to the Project Officers, and then monitor this very carefully for awhile to see that these printouts do get promptly to the Project Officer and are not hung up in the Office staffs.

5. A mass meeting in the Auditorium, or better individual meetings with the Offices to explain directly to the Project Officers and the Office staffs just what the Handbook and the implicit procedures are intended to do will be very helpful in getting the system off to a fast start. It should also eliminate some of the "tales of horro" which are certain to abound when the objectives of such a system are guessed at rather than understood.

6. Most of the other particulars pertaining to the data processing activities are outlined in the other memo in the folder. I believe we can move very quickly on these, if you wish.

7. The extent of "splash" with Col. White, TSD, etc., should be considered. I feel a factual presentation stressing the objectives would be very useful, particularly since some dissenters may go out of their way to mislead the Executive Director or Bob Bannerman about what we are trying to do.

25X1A

[]